

U.S. DEPARTMENT OF ENERGY
RECORDS INVENTORY AND DISPOSITION SCHEDULE (RIDS)

1.

☐ DOE
☐ Contractor

2.

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OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1-1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Management, Records Management Team, HR-424, U.S. Department of Energy, Washington, DC 20874-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1700), Washington, DC 20503.

3a. Organizational Unit (Creating or Custodial Unit)

3b. Routing Symbol

3c. Bldg. & Rm. No.

4. Date

5. Signatures (of appropriate personnel)

Prepared by _____

Records Liaison Officer _____

Date _____

Approved by _____

Records Officer Approval _____

Date _____

6. Item
No.7. Filing Series Title, Description, and Location of File (if different from 3c),
and Inclusive Dates8. Disposition
Authority

9. Authorized Disposition Instructions

10. Transfer Instructions

